



Forensic Archive Ltd. Quality Policy

Forensic Archive Ltd.'s Mission is

“To securely store and provide timely retrieval of casework and supporting material created by the former Forensic Science Service in support of the wider Criminal Justice System, whilst achieving best value for money for the Home Office ”.

We do this by:

Supporting the requirements of the criminal justice system in the United Kingdom through the provision of:

- Safe and secure storage to ensure the on-going integrity and continuity of casework material
- Timely retrieval of material in accordance with agreed Service Level Agreements
- Undertaking safe destruction of material which is no longer required for storage under the Memorandum of Understanding (MoU)

In doing this, the Forensic Archive will:

- Conduct its operations with honesty, integrity and impartiality;
- Aim to deliver its services to customers to the highest levels of professional competence;
- Work with the police and other law enforcement agencies in England and Wales for the purpose of supporting retrievals and promoting confidence within the criminal justice system,;
- Comply with all applicable legal, regulatory and license requirements;
- Work to standards agreed by the Stakeholders;
- Seek value for money solutions which support the other quality objectives of the business.

LEADERSHIP TEAM RESPONSIBILITIES

To enable the achievement of these aims, Forensic Archive Ltd.'s Leadership Team is committed to:

- Planning, investing in and making best use of the resources (including people, equipment, systems and facilities) necessary to meet defined objectives and commitments and support an efficient, effective service;
- Setting clear standards for quality by operating an effective documented Quality Management System that meets ISO 9001 standards;
- Employing appropriately qualified staff and enhancing their abilities through training and education;
- Seeking continuous improvement in the service the Forensic Archive provides, through change programmes as required;
- Ensuring that all staff in the Forensic Archive are aware of their role in assuring quality and implementing this policy through regular review;
- Setting staff clear objectives that are aligned to Forensic Archive business plans.